



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
39th Finance Battalion
Unit #20193
APO AE 09165



COMMAND TECHNICAL POLICY #9

AEUFC-FBH-CDR (37)

14 August 2006

MEMORANDUM FOR 39TH Finance Battalion Soldiers and Civilian Employees

SUBJECT: Advance Pay

1. REFERENCES:

a. Department of Defense Financial Management Regulation (DoDFMR) 7000-14-R, Volume 7A, Chapter 32.

b. AR 37-104-4, paragraphs 15-1 through 15-4.

2. PURPOSE: This memorandum establishes policy and procedures for the payment/approval of advance payments.

3. APPLICABILITY: This policy is applicable to all detachments subordinate to the 39th Finance Battalion and will remain in effect until rescinded or superseded.

4. GENERAL: The purpose of an advance payment is to provide Soldiers with funds to meet extraordinary expenses incident to a government ordered relocation. It is intended to assist the Soldier with out-of-pocket expenses that exceed or precede reimbursements incurred in a duty location change. Soldiers incur many types of expenses in the course of a permanent change of station (PCS) move. Look at the nature of the expenditure and if it is PCS related, it constitutes the basis for an advance payment. I expect all customer service activities to apply a liberal interpretation of this definition. Last, examine each Soldier's situation as if it were your own and give the Soldier the benefit of the doubt.

5. POLICY:

a. Requests for an advance of pay will be made on DD Form 2560 (Advance Pay Certification/Authorization). A copy of the member's PCS orders must be attached to the request.

b. The unit commander will approve/disapprove all requests for advance of pay for Soldiers in pay grades PVT through PFC.

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c. Departing Soldiers will not receive more than one month's basic pay, less deductions, unless there are extraordinary circumstances.

d. Requests for any of the following must be supported by a written justification showing the need for an advance, that out-of-pocket expenses exceed the amount requested, or that expenses are incurred outside of the established timeframe for advances:

- (1) Soldiers without dependents
- (2) A second advance
- (3) More than 1 month's advance pay
- (4) More than a 12-month repayment schedule
- (5) Payment earlier than 30 days before departure
- (6) Payment later than 60 days after arrival

e. The commander, or designated officer or civilian in the chain of command senior to the requester, must approve the request. The finance office must ensure the provisions of the law are strictly observed and is not required to make payment merely on the justification and evidence presented by the Soldier. If the facts do not justify payment, a reasonable explanation or the submission of further evidence may be required. Disapproval will not be made at a level lower than the detachment commander/sergeant; final authority to disapprove requests rests with the undersigned.

f. No more than three months' advance payment will be paid incident to any permanent change of station.

6. CONTACT INFORMATION: The proponent for this policy is the Battalion Chief, FINOPS, DSN 469-7586.


RICK L. TILLOTSON
LTC, FC
Commanding